



Haileybury

Job Description

Job Title: Plumbing and Mechanical Supervisor
Responsible to: Head of Maintenance
Department: Estates
Last reviewed: June 2022

Job Outline & Purpose

The Plumbing and Mechanical Supervisor will provide effective management of the in-house Mechanical and Plumbing Team. In addition, they will manage the appropriate supply chain in use, to complete all allocated works and projects to ensure the plan to maintain and improve the School Estate is completed to the highest standard.

They will be responsible for the smooth running and efficient and effective operation of the team, including any contractors and consultants being used, making the job holder responsible for the administration of all such work, from inception to completion, and for monitoring of quality, value and progress within each workflow.

They will be a part of the on call maintenance team who may be called upon to respond to out of hours matters, as determined by the Head of Maintenance.

Key Responsibilities & Duties:

The Plumbing and Mechanical Supervisor will:

- Work with the Head of Maintenance to contribute to the maintenance plan of a rolling refurbishment programme
- Heavily contribute to the Heating, Water, Pressure systems and Ventilation Management Strategies, supporting other key stakeholders in ensuring it meets the required standard and legal compliance
- Manage contracts allocated by the Head of Maintenance
- Develop and manage the Heating, Water, Pressure and Ventilation systems which include the ensuring the completion of log books ensuring the facility is compliant and safe
- Lead and develop the Mechanical team to ensure the School has an effective, engaged and high performing team with the right skills and experience to deliver a high-quality service
- Establish themselves as the authorised person for both Water and Pressure systems
- Deputise for the Head of Maintenance in their absence, if, and when requested
- Ensure that all members of their team, including the relevant contractors and consultants are aware of and adhere to the School's procedures for completing and working in accordance with risk assessments, health and safety standards, risk control systems, first aid procedures, fire safety arrangements and any other statutory regulations or policies that apply

Person Specification

Essential

Experience

- Proven experience of managing a small team in a high paced industry
- Considerable experience within Mechanical and / or Heating and Plumbing
- Proven experience working on large estate with listed buildings
- Considerable experience managing works contracts

Skills

- A sound knowledge of relevant Health and Safety protocols
- A sound knowledge of BS7593, ACOP L8 and HSG274.
- Able to communicate effectively and appropriately with all relevant client groups, both internally and externally
- Ability to understand and operate within a school environment
- Proven leadership skills
- Well organised with the ability to prioritise, work to deadlines whilst under pressure, and at all times providing a safe working environment which adheres to Health and Safety best practice
- Ability to work in a team and individually, using own initiative
- Excellent communication and interpersonal skills at all levels
- Accurate with an eye for detail
- Good numeracy and literacy skills
- Confident, self-motivated and proactive
- Enthusiastic with the ability to learn
- Honest, polite, reliable, resourceful, flexible, punctual and committed

Qualifications

- Trade training/apprenticeship NVQ and or City and Guilds, or equivalent relevant experience
- BPEC Water Regulations
- BPEC Domestic Hot Water Storage Systems
- Gas Safe

Desirable

Experience

- Experience of working in a school or other educational environment

Qualifications

- A valid Site Supervisor Safety Training or Site Managers Safety Training Scheme certificate
- First Aid Qualification
- IOSH
- City and Guilds Authorised Person Ventilation, Water and or Mechanical (pressure systems)

Child Protection at Haileybury

In addition to their job description, the job holder should be aware of their responsibilities for promoting and safeguarding the welfare of children and young persons who they may come into contact with whilst at Haileybury.

Health & Safety at Haileybury

Under the Health and Safety at Work etc. Act 1974 and associated legislation, colleagues at Haileybury are expected to be comply with H&S requirements at all times, including but not limited to Risk Assessments, COSHH, PPE, Manual Handling and to follow Haileybury policies/procedures. Specifically, colleagues must continuously carry out all duties in a manner, which endangers neither themselves nor others. If you consider something is unsafe or likely to cause injury or ill health, you must rectify it if safe to do so, or report it to your immediate manager or the Health and Safety Manager.

Data Protection at Haileybury

The School will comply with its obligations under the prevailing data protection legislation when processing your personal data. For further detail in this regard you should refer to the School's Data Protection Policy and the Staff Privacy Notice which can be found on the website <https://www.haileybury.com/privacy-notice>

Code of Conduct Statement

Colleagues at Haileybury are expected to work together showing respect, courtesy and helpfulness, cooperatively working with a positive ethos and culture, whatever the staff member's position may be. Each individual should try to see and appreciate what others are doing and understand that the provision that we offer our pupils can flourish only with the active assistance of all concerned.